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Governor

# Arizona State Board of Podiatry Examiners

“Protecting the Public’s Health”

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## VOLUNTEER HEALTH SERVICES REGISTRATION INSTRUCTIONS

### QUALIFICATIONS:

Pursuant to A.R.S. § 32-3217, a podiatrist, who is not licensed to practice in the state of Arizona, may apply for a volunteer health services registration for up to 14 days, each calendar year if he/she meets *all* of the following requirements:

1. Holds an active and unrestricted license in a state, territory or possession of the United States;
2. Has never had a license revoked or suspended;
3. Is not the subject of an unresolved complaint;
4. Applies for registration every two years as prescribed by the board;
5. Agrees to render services at a free medical clinic that does not provide abortions and restricts the health professional’s authorized services and duties to the provision of care or service at a free medical clinic; and
6. Provides only the care or services that the health professional is licensed or authorized to provide by the health professional’s regulatory agency or this state’s regulatory board for the same health profession, whichever is more stringent.

### INSTRUCTIONS:

1. **Section 1: Attestation:** To qualify for a volunteer health services registration, you must attest to the existence of certain conditions. You are required to notify the Board immediately if there are any changes to these circumstances during the application process or while holding a volunteer health services registration, at which time the Board may deny the pending application for a volunteer health services registration or revoke the volunteer health services registration.
2. **Section 2: Other State Licenses:** List all professional licenses you hold or have ever held. You do not need to list temporary licenses or permits. List all licenses regardless of the current status of the license. If you need additional space, please provide the required information on a separate sheet of paper.
3. Request written verification of licensure from each state listed in Section 2, except Arizona. A license verification form can be found on the Board’s website at [file:///C:/Users/Director/Downloads/License\\_Verification\\_0.pdf](file:///C:/Users/Director/Downloads/License_Verification_0.pdf). Verification must include disciplinary history, if any. Applicant is responsible for any fees. Verifications must be sent directly to the Arizona State Board of Podiatry Examiners from the other licensing agency. Online license profiles, wall certificates and wallet cards *do not* meet the requirements for written verification.
4. Submit a completed, signed and dated Statement of Citizenship form (attached to application).
5. **Section 3: Signature:** By signing the application, you are declaring, under penalty of perjury, that all statements on the application are true and correct. False or misleading statements on an application are acts of unprofessional conduct and grounds for disciplinary actions, including denial of the application for a volunteer health services registration or revocation of a volunteer health services registration.

6. Submit the original signed application in person, by mail, email or delivery service only.
7. Your volunteer health services registration will be complete once all verifications of licensure have been received. Verifications of licensure must be received within sixty (60) days from the date the Board receives the volunteer health services registration application. If all state license verifications have not been received within sixty (60) days, the volunteer health services registration application will expire and the file will be closed.
8. If granted, the volunteer health services registration expires two years from the date the volunteer health services registration is granted. A voluntary health services registration is not renewable but a health professional may reapply for a new voluntary health services registration every two years.
9. A volunteer health services registration enables the professional to engage in fourteen days of practice each calendar year in the State of Arizona for the purpose of rendering services at a free medical clinic. The fourteen days of practice may be performed consecutively or cumulatively during each calendar year.